

Response to Last Directors Review Management Recommendations

WBS 4.0

- Clarify roles and responsibilities of the project management immediately. A project organization chart should be made available to the next reviewers. All members of the project team must understand this organization.

Preliminary Project Management Plan has been written and posted. Lays out roles and responsibilities.

- Fill key project management positions including Project Manager as well as ESH coordinator and procurement positions by the next review.

Mike Lindgren appointed as PM; identified Mark Heflin as ESH liaison and Joe Collins as procurement liaison.

- Complete the schedule and plan adjustments necessitated by the recent funding profile change before the DOE CD-1 review.

Done

- Implement formal change control within the project beginning with the CD-1 review

Done, in the Project Management Plan

- Present a high level description/picture of the project's critical path and be able to relate critical acquisition needs to the schedule.

Done in Joel's plenary talk

- Further standardize and practice plenary and parallel talk presentations. Conduct joint rehearsals of all presentations to the CD-1 review. Talks should follow a standard template when describing cost, schedule, organization, and scope.

Standardization and practice done fully for plenary talks, somewhat for parallel talks. Standard templates are used for cost, schedule, organization and scope.

- Maintain and present at reviews a table of key project milestones.
- *Done: See Joel's breakout talk*
- Transform all “draft” documents in support of CD-1 into “Final” or “Preliminary” versions as appropriate.

Done: Hazard document still draft